
Southern Rock Adventures Ltd

Mobile phones policy

Effective from 17 October 2008

1 General

- 1.1 From 1 December 2003 new regulations outlaw the use of hand-held mobile phones while driving. The legislation affects both individuals and employers.
- 1.2 Staff should not use mobile phones whilst driving (even with hands free kits). Callers must be prepared to allow time for drivers to pull over to use the phone, users must utilise voice-messaging services.
- 1.3 Where it is perceived essential that mobile phones are used whilst driving, hands free kits must be used.
- 1.4 Staff are encouraged to keep the use of mobile phones to a minimum by using alternative methods of communication where possible (e.g. by using land lines).
- 1.5 Mobile phones must not be used by staff whilst operating machinery or controlling safety critical procedures due to the risk from reduced concentration.
- 1.6 Any member of staff found in breach of this policy will be guilty of a disciplinary offence.

2 Further Information

- 2.1 Contact The Director for further information about mobile phones in the workplace.